

Bus Driver Directions School Year 2007-2008

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Data Requirements

● In 2001, the South Dakota Legislature enacted House Bill 1149, which requires school districts to be notified when the commercial driver license of a school bus driver is suspended or revoked by the state Office of Driver Licensing. In order to accommodate that notification, the new law requires schools to report the names and social security numbers of bus drivers to DOE, so that DOE may match those names against the driver licensing database. A copy of House Bill 1149 is provided at the following web-site, <http://legis.state.sd.us/sessions/2001/bills/HB1149enr.pdf>.

PLEASE NOTE: This new reporting law (SDCL 32-12A-27) requires the school system to report to DOE any changes to the bus driver list within seven days after they occur. If there are changes after October 15th, please contact Carol Uecker at 773-4771 to report any changes to your bus driver list that occur as a result of resignations or new hires.

CRIMINAL BACKGROUND CHECK STILL REQUIRED FOR NEW BUS DRIVERS!

Please be aware that schools must continue to complete a criminal background check on newly-hired school bus drivers, pursuant to SDCL 13-10-12. House Bill 1149 requires schools to report bus driver information to the state in order to determine the status of the driver's CDL. It does NOT take the place of the criminal background check requirement on new hires.

STEP #1: ALL districts are required to access this menu, even if you have no data to report. After accessing this menu simply click the "Check if the district has no bus drivers" or "Check if the district has bus drivers".

"Add Bus Driver Information" menu

NOTICE: These buttons are not active until you click on the "Check if the district has bus drivers".

ALL districts are required to access this menu, even if you have no data to report. After accessing this menu simply click the "Check if the district has no bus drivers" or "Check if the district has bus drivers".

1. Click on "Check if the district has bus drivers".
2. Click on the "Add" button.

#1 Click on "Check if the district has bus drivers"

#2 Click on the "add" button

The screenshot shows a web application interface for "32002 Pierre School District". On the left is a sidebar menu with various actions. The main content area is titled "District Bus Driver List". It contains a question "Does your district have bus drivers?" with radio buttons for "Yes" (selected) and "No". Below this is a table with columns: SSN, Name, Sped FTE, Reg FTE, and Type. The table is currently empty, with a message "No records to edit or delete". At the bottom of the table area, there is a button labeled "[0] bus drivers" and a note "*Double click record above to edit". Below the table are four buttons: "Add", "Edit", "Delete", and "Print".

NEXT screen:

#3 Encode the bus driver's personal information (SS#, last name, first name and middle name)

#4 The full time equivalency (FTE) needs to be broken out between special education and regular education.

#5 Select the employee type.

#6 Indicate whether they have attended a bus in-service training.

#7 Be sure to click on "Save".

The screenshot shows the "District Bus Driver Detail" form. It includes fields for SSN (000-00-0001), First Name (Deedra), Middle Name (*), and Last Name (Gesinger). There are also fields for Special Education FTE (01) and Regular Education FTE (01). An "Employee Type" dropdown menu is open, showing options: "S-Employed by district", "Select Employee Type", "S-Employed by district", and "C-Contract by district". A checkbox "Bus driver/sub has completed the requirement" is checked. At the bottom are "Cancel" and "Save" buttons. A note at the bottom left states "*Indicates fields that are not required".

3. Enter the personal data fields
 - a. **Social Security Number** - enter the bus driver's social security number. If the employee has a green card and does not have a social security number, call the Accreditation and Teacher Quality at 773-3553.
 - b. **Last Name**
 - c. **First Name**
 - d. **Middle Name**
4. The full time equivalency (FTE) needs to be broken out between special education and regular education.
 - a. **Regular Education FTE** - people actually driving the bus (the ones holding the CDL license) transporting students for their school system (not bus driver monitors)

- b. **Special Education FTE** - Personnel who provide specialized pupil transportation as per a student's individual education plan (IEP) indicated as transportation as a related service.
5. **Employee Type (S/C)**
 - a. S= school bus driver is employed by the district.
 - b. C = school bus driver is contracted. School bus contracting companies will NOT report directly to DOE. However, contractors were asked to work cooperatively with the school system that contracts their services to provide the drivers' names and social security numbers to the school. The school will then include the contracted bus drivers on its Bus Driver Information report.
6. Please contact Carol Uecker (605)773-4771 if your driver has NOT been trained as per **24:06:08:01. Training of school bus drivers and bus attendants.** School bus operators must provide annual training for school bus drivers in accordance with the section entitled "Driver" pages 79 to 82 and the section entitled "Bus Attendant" pages 82 and 83, in the **National School Transportation Specifications & Procedures**, 2000 Revised Edition. In addition, the following provisions apply:
 - a. The State approved pre-service training program shall include a minimum of two hours of classroom training, which will include knowledge of basic first aid procedures, and two hours of behind-the-wheel training to enable safe and efficient vehicle operation;
 - b. The annual State approved in-service program shall include a minimum of four hours of classroom and/or behind-the-wheel training.
3. Be sure to click on "Save".

STEP #2: If you have more bus drivers to report, continue with the above steps.

Editing Bus Driver Data

The bus drivers you encoded will populate the District Bus Driver List screen. Follow the below steps if you want to make corrections to an entry.

STEP #1: Editing a Record

The screenshot shows the 'District Bus Driver List' interface. At the top, it displays 'Dist/Year: 32002 Pierre School District 32-2 2005'. Below this is a table of bus drivers. A callout box labeled '#1' points to the first row of the table, indicating that the user should highlight the row they want to edit. Another callout box labeled '#2' points to the 'Edit' button at the bottom of the screen, indicating that the user should click on it to edit the selected record. The table has columns for 'Name', 'Sped FTE', 'Reg FTE', and 'Type'. The first row is highlighted in orange.

Name	Sped FTE	Reg FTE	Type
Gessinger, Deedra	0.01	0	S
Nelson-Stastny, Jantina	0	0.1	S
Li	1	0	S
Woodmansey, Susan	0.01	0.01	S

At the bottom of the screen, there are buttons for 'Add', 'Edit', and 'Delete'. A status bar at the bottom indicates '(4) bus drivers' and provides instructions: 'Double-Click record above to edit'.

NEXT screen:

#3 Modify the bus driver record.

#4 Be sure to click on the "Save" button.

1. Highlight a specific row.
2. Choose the option of "Edit" to correct employee's information for the current school year.
3. Modify the bus driver record.
4. Be sure to click on the "Save" button.

SUGGESTION: Follow the directions on how to run a report and print the "Report: FTE Summary of Other Staff". If you would like to print a copy of each of your bus driver records, click on the print button and print the "Report: State Accreditation Staff Listing." for each of your bus driver records reported this school year.

#1 Click on the print button

#1 Click on icon that looks like a printer.

#2 Make sure the print range says "All"

#3 Click on "Ok".